

California Walk/Bike Technical Advisory Committee (CWBTAC)

Meeting Notes

December 6th, 2018

Welcome and Introductions

In-Person

Amy Pendergast
Abigail Flores
Martha Vasquez
Jennifer Rice
Josh Wolf
Kathleen Naoum
Keith Williams
Jonathan Matz
Victoria Custodio
Kirin Kumar
Megan Johnson
Traci Canfield
Tracy McMillan
Esther Rivera

Linda Khamoushian
Michelle Mowery
Ena Lupine (SGC, proxy for Ryan)

Phone

Greta Aiken
Marven Norman
Rye Baerg
Margot Ocañas

Absent

Chris Dougherty (pre-arranged)
Dave Campbell
Scott Taylor

Caltrans Staff

Ellen Greenberg
Jeanie Ward-Waller
Darwin Moosavi
Ali Doerr
Jessica Downing
Anika Jesi
Paul Moore
Rebecca Mowry
Antonette Clark – via VTC
Thomas Schriber – via VTC

Review & Finalize CWBTAC Charter

Jeanie Ward-Waller presented to the Committee on major changes to the charter from the initial draft based on feedback in 8/27 meeting and comments from members via email. Discussion on major changes:

- Suggest handling replacement of members that leave the CWBTAC on a case-by-case basis, and if needed we can amend the charter in the future to create a process for nominating replacements
- Subcommittees will be created on an ad-hoc basis, other than legislative subcommittee which will be a standing subcommittee documented in the charter
- TAC Governance discussion on whether we should have an overall chair for the CWBTAC:
 - o Could be a 6 month or 1 year rotating position
 - o Keith volunteered to serve as the first chair
 - o No consensus on whether a chair was needed with Sustainability facilitating meetings, but members reached agreement that Jeanie and Keith would discuss agenda items before next meeting and bring a recommendation back to committee
- Public participation in meetings was discussed, and members agreed that if there is demand for it we could take public comments at the end of each meeting

Motion to Approve CWBTAC Charter Version 5 – Megan Johnson, Seconded – Jonathan Matz

Committee Vote – All in favor, None opposed, No abstentions

****Action item – Sustainability will post final charter to website**

Sub-Committee Discussion

1. Standing Legislative Subcommittee

- Subcommittee members – Abigail, Michelle, Linda, Esther (Chair), Jonathan, Tracy M
- Subcommittee will decide meeting frequency and structure for reporting out on their first call

****Action item - Esther will lead organizing first call before next CWBTAC meeting and send out a Doodle Poll for call in mid-January**

2. Ad-hoc Design Subcommittee

- Subcmte members – Michelle, Megan, Abigail, Linda, Kirin, Amy, Traci C, Keith, Marven, Jennifer
- Decide on chair for subcommittee, meeting frequency, and report out on first call
- Task: Work with Rebecca Mowry on next revision to DIB 89 (Protected Bikeways)

****Action item – Jeanie and Ali will work with Rebecca to set up the first call for the Design Subcommittee to establish the structure for the group going forward**

- There was a suggestion to establish a data subcommittee as well, which will be revisited in a future meeting when there is a specific data task to work on

Caltrans Organizational Structure & Project Development 101 – info/discussion item

Jeanie Ward-Waller presented a high-level overview of Caltrans org chart and project development process based on “How Caltrans Builds Projects” (will be updated soon and will be shared with CWBTAC once finalized)

Questions/comments:

- Is there a way to know which staff is working on a specific project?
 - o Each project has a project manager and Project Development Team that interact with stakeholders the project
- Where does this TAC come in to provide input to project phases?
 - o Opportunity for agencies to be involved in the early stages of project development, such as during project initiation (PID) phase to project “purpose and need”. Active Transportation facilities need to be identified in the PID scope to ensure they get prioritized through project development.
- Members want more information about where data collection and reporting for projects are hosted, including accounting for projects from initiation through construction. What benefits are we proposing and what is ultimately being delivered?
- What is the work load associated with tracking Active Transportation Projects?
- How does someone outside of Caltrans share an idea with staff at Caltrans?

District- Level Active Transportation Plans – info/discussion item

Jessica Downing from Division of Transportation Planning Office of Smart Mobility and Active Transportation presented an overview of the Active Transportation Plan contract and scope.

Questions/Comments:

- What would these plans consider for local communities and locally-owned facilities?

- The plans will use local and regional plans as base layers for the district plans, and look at opportunities to improve connectivity of local facilities across the SHS
- Caltrans should lead the way in standardizing pedestrian data
- Involve TAC in existing committee discussions around data collection
- Is there a plan to discuss best practices for future as you discover that changes might need to be made to the schedule? Engagement and data collection best practices
 - The D5 plan will be developed first and will be a template and identify best practices for other districts
- Street Story Tool is a best practice for collecting community input and data (UC Berkeley)
- Interest in input to the prioritization model and how that might be shared as a resource to local agencies for use on their plans
- How will the Plans cover parallel facilities along statewide facilities?

****Action item – Bring Jessica back in future meetings to provide updates to CWBTAC on CAT Plans.**

Pedestrian and Bicycle Safety

Thomas Schriber from Division of Traffic Operations Office of Safety Investigations presented to the group on the two fact sheets outlining the Pedestrian and Bicycle Safety Monitoring Programs.

Questions/Comments:

- What years of data did you use?
 - In follow up to the meeting, Thomas provided the following response: “The years of collision data used to generate the investigation locations for the bicyclist monitoring were 2010 – 2014”
- How many crashes are showing up based on the data collected?
 - During that time period, there were 705 bicyclist fatalities on the state highway system and 4876 bicyclist serious injuries
- Suggestion to develop a countermeasure toolbox from this program, and update HSIP guidelines
 - This is part of the future plan for these programs
- What other trends were studied? DAC’s, ADA, ect. “Equity framework for prioritization”
 - These criteria are not part of the prioritization now, only collision data are used
- Is there a way for local agencies to work with Caltrans during the investigations?
 - Yes, Caltrans partnered with local agencies on several Road Safety Audits to develop solutions at identified locations. We welcome this collaboration on other locations.
- How is this work coordinated with the Active Transportation District Plans?
 - The safety monitoring data will be one key input into the CAT Plans

Status of Relevant Design Issues

Rebecca Mowry from Division of Design Office of Standards and Procedures presented on the “cheat sheet” of key sections of pedestrian and bicycle design guidance in the HDM and other guidance, and on other relevant design products that have recently or will soon be updated.

Questions/Comments:

- Why are separated bike facilities in DIB 89, not included in HDM?

- DIBs are easier to update more often, and legislation currently requires us to update every two years, so in the near term we plan to keep updating the DIB
- The next update to DIB 89 is due in January 2020, so this will be a good time to start working on it together.
- Is there a way to get previous comments received?
 - Yes, Rebecca can work with the design subcommittee to review past comments
- Is there a plan to having a Bike/Ped specific design manual?
 - This was an action identified in the Statewide Bike and Ped Plan, and Caltrans is open to input on what the purpose and scope of this design guide might be. SMAT branch has developed a Complete Streets Elements Toolbox that we could put on the agenda for our next meeting.

****Action item – Ask Dustin Foster to present at next meeting on Complete Streets Elements Toolbox**

Future Meetings Topics

Committee reviewed the list of suggested topics from the first meeting and added new items to the list:

- Project development teams – Have someone come speak on the creation of this process and how locals can get involved
- Data collection – Share data projects currently taking place at Caltrans
- Maintenance Agreements
- Pre-planning stage “soft-guidance for making scoping decisions”
- Location based needs assessment guidelines
- Main Street Guide and design flexibility
- NEPA studies and the effects of requiring multiple phases. Making it difficult for local agencies to apply for grants. Request presentation from Local Assistance.
- Prioritize – New Mobility Issues
 - Possible Guests: City of Oakland, City of Santa Monica, City of Sacramento, SANDAG/Attorney, City of San Jose & Bird
- US Bicycle Route System
- AASHTO Bike Guide and Pedestrian Guide (share when updated)

****Action item - Send Caltrans District Map**

2019 Meetings

- Proposed dates 2nd Thursday of the month in February, May, August, November

****Action item – Ali will send out the 2019 meeting dates for concurrence and calendar invites**

- When materials are sent out in advance, identify what Caltrans would like feedback on
- For future meetings, give roster to Security prior to meeting to speed up check-in process
- Members were happy with the room at 1500 5th Street and with the VTC/audio this time

Notes: Meeting materials will be kept up to date at California Walk Bike Technical Advisory Website: <http://www.dot.ca.gov/sustainability/cwbtac.html>